



# 2024-25 Attendance Area Change Request (ACR) Bend-La Pine Schools

Attendance area boundaries are established for every school in Bend-La Pine Schools. This is done to keep enrollment balanced according to capacity. **To enable planning at the respective schools and to receive priority consideration, parent/guardians requesting a transfer should submit an Attendance Area Change Request (ACR) to the Education Center for Bend-La Pine Schools by the following dates:**

**Grades 1-12 ACR Priority Timeline : January 2, 2024 – January 19, 2024 @ 3:00 p.m.**

**Kindergarten ACR Priority Timeline : January 2, 2024 – May 1, 2024 @ 3:00 p.m.**

**Please submit only ONE ACR Request Form per student in ONE of the following ways:**

- Email: [acr@bend.k12.or.us](mailto:acr@bend.k12.or.us) , or
- Mail or deliver to : 520 NW Wall Street / Bend, OR 97703 / Attention: ACR

**Please read the following information regarding Attendance Area Change Requests:**

- Any student who would like to attend a school different from the school they are pointed to attend based on attendance area boundaries must complete an ACR.
- Any student who is currently attending a school on an approved ACR and is not moving to the next educational level (i.e., elementary to middle school or middle to high school) does not need to reapply. Transfer status will continue.
- Students who are attending on an approved ACR and are moving to the next educational level (i.e., elementary to middle school or middle to high school) must complete a new ACR by the due dates indicated above if they do not want to attend their neighborhood school at that level.
- Students who move to another attendance area during the school year will generally be allowed to remain at their original school for the remainder of the school year. Parents must provide transportation.
- An ACR will not be granted for activity or athletic purposes. Any student wanting to participate in an OSAA sport or activity should not begin practice until the change request has been approved.
- Sibling attendance does not automatically guarantee acceptance, but is a priority consideration in the request process.
- If a student is requesting an ACR due to an upcoming relocation to a new attendance area, proof of future residence is required (i.e., rental agreement, copy of earnest money deposit, utility bill/agreement, etc.) for priority consideration.
- Firm enrollment numbers are often not known until late August. In some cases, approval or non-approval notification cannot occur prior to the first day of school.
- Once an ACR is approved, the expectation is that the student will remain at the approved school for the duration of time at each educational level (elementary, middle and/or high school).

## PARENT / GUARDIAN IS RESPONSIBLE FOR TRANSPORTATION OF APPROVED ACR STUDENT(S)

**I have read and understand the above information regarding Attendance Area Change Requests**

\_\_\_\_\_  
Parent / Guardian Signature & Date

\_\_\_\_\_  
Student Signature & Date (if age 18 or over)

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Parent / Guardian Name:</b>			
<b>Home Area School:</b>		<b>Requested School:</b>	
<b>School Currently Attending:</b>		<b>Current Grade Level:</b>	
<b>Student Address:</b>			
<b>Phone Number:</b>		<b>Email Contact:</b>	
<b>Reason for Request (attach additional sheet if needed):</b>			

### FOR DISTRICT OFFICE USE

**Date ACR Received:**

Requested School Approved

Denied & Reason for: